

JOB INFORMATION

Effective Date	2/13/2023
Job Code:	3124
Job Title:	Global Initiative Advisor
Salary Grade/Structure:	020 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	
Job Function:	
Job Family:	
Job Summary	The Global Initiative Advisor is responsible for functional support, analysis, and set-up of Global Learning and Strategy systems related to the operational activities of the Office of Global Learning and Strategy (GLS). Responsible for developing, implementing, and monitoring data management programs and procedures, including all associated business processes related to Education Abroad, Scholar Services, International Admissions, and Student Services, and Optional Practical Training (OPT) components.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Bachelor's degree or equivalent combination of education and experience.	Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	Minimum one year of experience with complex federal laws, regulations, procedures, forms, and best practices as they relate to the U.S. government and international admissions and student Services populations within Global Initiatives and Education.	Required	
Less than 3 yrs	Designated School Official (DSO) experience working in the Higher Education field more specifically in International Admissions and Student Services, and Global Initiatives and Education.	Preferred	
Less than 3 yrs	Bilingual.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	U.S. citizen or a lawful permanent resident of the United States to obtain DSO and/or ARO status and SEVIS access through the Department of Homeland Security.			

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Ability to specifically work authorization such as OPT and CPT. 	Skilled
<ul style="list-style-type: none"> Ability to work with a diverse group of constituents including students, faculty, staff of supporting campus units, international visitors, and parents. Ability to handle multiple projects simultaneously and efficiently in a fast-paced office. Detail oriented. 	Proficient
<ul style="list-style-type: none"> Effective research, analytical, and critical thinking skills, including sound judgment and decision-making skills to correctly identify real and potential problems, advising management as required, and proposing effective, strategic resolutions. 	Skilled
<ul style="list-style-type: none"> Ability to maximize/leverage technology to further advance programmatic goals in the work setting. 	Skilled
<ul style="list-style-type: none"> Knowledge of international protocol and the practice of diplomacy and working with international students, administrators, and faculty. 	Proficient
<ul style="list-style-type: none"> Demonstrated ability to gather, compile, and summarize issues, policies, and topics; provide analytical support to the planning, development, and implementation of global initiatives and programming. Ability to manage statistics and data reports for immigration-related transactions such as OPT. 	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Provides immigration advice to F-1 international students regarding OPT and manages all OPT functions including revenue reporting and data integrity, to ensure compliance with the Department of Homeland Security (DHS) requirements. Advises prospective and current international students on programs and immigration/visa requirements including admissions decisions, calculation of GPA's and rendering I-20's. 	60%
<ul style="list-style-type: none"> Designs automated workflows through GLS CRMs and UHCL technology; collaborates with IT with the interfaces. Maintains GLS CRMs about Global Education and Initiatives. Designs and sets-up rules and processes using large complex data structures according to UHCL processing needs. Provides specifications for queries and comparative reports; updates existing queries when needed. 	10%
<ul style="list-style-type: none"> Manages statistics and data reports for immigration-related transactions such as OPT, risk management reporting, international agreements, etc. quarterly, annually, and upon request. 	10%
<ul style="list-style-type: none"> Assists the Director in the management of data reporting for international admissions, immigration compliance, current and prospective student data. 	10%
<ul style="list-style-type: none"> Responsible for functional support, analysis, and set-up of Global Learning and Strategy systems related to operational activities. 	5%
<ul style="list-style-type: none"> Performs other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes

Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description

